

The Department of Early Childhood Education (DECE) will be hiring a Special Projects Specialist. THIS POSITION IS PART TIME. This position will be based in the Montgomery area.

The Roles & Responsibilities are listed below but do not include all duties that may be expected of the position.

1. Provide onsite support for childcare programs related to licensing, partnerships, and high-quality standards
2. Collaborate with the Children's Policy Council and the ALSDE designee on the implementation of the Campaign for Grade level Reading
3. Organize community stakeholders and coordinate sessions to receive feedback from Beneficiary Voices and implement suggestions where applicable on Project Hope and other groups identified in the PDG B-5
4. Work with childcares to identify partnerships to support implementation and execution of projects successfully
5. Maintain required documentation of assigned projects to reports weekly to B-5 Cohesive Director
6. Communicate, collaborate, and plan with the Birth to Age 8 cohesive team on meetings
7. Coordinate with the YMCA and other projects within the department to support the building of a cohesive system
8. Other duties assigned

Requirements:

Bachelor degree preferred

Experience organizing and supporting early childhood programs

Experience planning and implementing educational projects

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Officer
tammy.gibson@ece.alabama.gov